

**Santa Monica College  
Distance Education Committee**

Minutes of November 1, 2016

**Voting Members:** Pete Morris (chair), Julie Yarrish (vice-chair), Lourdes Arevalo, Fabienne Chauderlot, Dana DelGeorge, Regina Ip, Shawn Jordison, Peggy Kravitz, Jenny Resnick

**Also in attendance:** Christine Miller, Gary Ortega, Odemaris Valdivia, Tammara Whitaker

The Santa Monica College Distance Education Committee was called to order by Pete Morris at 12:47 p.m.

**Public Comments:** None

**Action Item:**

Approval of the minutes from meeting of October 18, 2016. Moved by Dana Del George, seconded by Shawn Jordison. Approved unanimously (7-0), with two abstentions.

**Announcements:**

- **New professional development resources** are now available to all faculty provided by a statewide effort via the Chancellor's office: the Professional Learning Network. There is no cost, and the site provides professional development resources including Lynda.com's extensive library of video tutorials on topics in photography, design, business, web development, and a wide range of software applications. Students can access these materials as well. There are no limits to users, in contrast to those offered by the academic computing lab which has limited subscriptions/site-license restrictions. Website is: [prolearningnetwork.cccco.edu](http://prolearningnetwork.cccco.edu).
- **Academic Partnerships** provide another freely accessible professional-development tool: online course-design training (including exportable/editable course Canvas course templates). Login through the following website—[ap.instructure.com](http://ap.instructure.com)—using the case-sensitive username and password "AP\_Guest"

**New Business:**

**Proctoring for online classes.** The committee began discussion of one of its goals for the year: reviewing online proctoring options. On the more expensive, higher-capability end of the spectrum is ProctorU. The OEI has selected a different vendor, Proctorio, but it too carries a non-trivial expense. The most recent site-license quote received by the college was roughly \$450K, although other, options might be available (e.g., pricing per student use.)

The committee reiterated that generally accepted best practice in online education is to deemphasize exam-type assessments that would be typical in a proctored on-ground, face-to-face class, emphasizing instead discussions, written work, and other projects and assignments that are not conventionally proctored. It was also noted, however, that for some courses in some disciplines—particularly those with specific articulation or certification needs—the availability of online proctored assessment may be necessary. Thus, before further investigating vendors, it probably makes sense to first assess the extent of those needs.

**Old Business:**

**Canvas Central.** The committee review changes made by the migration team since the last meeting, taking into account the committee's several suggestions. Thank you to Wendy Parise leading these efforts. There was universal agreement that the flow of the redesigned shell is tidier and more user-friendly now. What other changes need to be made to make the site inviting for our community? This will be an ongoing discussion item in upcoming meetings.

**Smarthinking.** Does the committee want DE to survey students again, given that this is the first term the product was loaded into Canvas? In addition, the tutoring issue came to the committee's attention a couple years ago as a potential area of concern for accreditation. It was therefore suggested that we wait to see if the Accrediting team makes any recommendations in their late-winter report and then proceed accordingly in the Spring.

**Adjournment:** The meeting was adjourned at 2:01p.m.

**Next Meeting:** The next meeting of the Distance Education committee will be Tuesday, November 15 from 12:45 - 2:00 p.m. Location: Media Center Conference Room (M 110).

**Please remember that there is no food or drink allowed in the conference room**

<b>Voting Members</b>	<b>Minutes of October 18</b>
Lourdes Arevalo	Yes
Fabienne Chauderlot	Abstain
Dana Del George	Yes
Regina Ip	Abstain
Shawn Jordison	Yes
Peggy Kravitz	Yes
Pete Morris	Yes
Jenny Resnick	Yes
Julie Yarrish	Yes